

POLICE PHOTOGRAPHIC LABORATORY TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Photographic Laboratory Technician exists is to perform highly skilled professional level work involving the application of general, forensic, and medical/legal photographic techniques and methodologies. This classification is non-supervisory and receives general supervision from the Police Identification Services Supervisor.

ESSENTIAL FUNCTIONS

Mixes color and black and white chemistry; processes, develops, and prints color negative and positive films, and black and white films using proper procedures and operating automatic or manual equipment.

Accurately measures chemicals and makes solutions using simple mathematics and the principles of chemistry. Uses large, medium and small format cameras and films to copy or photograph items.

Manually loads and processes film, operates a camera, mixes chemicals, processes film and produces quality and/or custom photograph prints. Cleans equipment, and works in a dark room to process photographs.

Assists the Sr. Photo Lab Technician in teaching photographic classes. Interacts with co-workers and the general public.

Performs inventory counts of supplies used by the photographic laboratory. Assists and performs with the daily and weekly laboratory clean up. Assists in the semi and annual periodic maintenance of all processing and printing equipment. Performs minor repairs on equipment; changes water and air filters as needed. Complete forms and maintains detailed records.

Knows and follows the rules of evidence and chain of custody procedures and all other requirements as outlined in the General Orders and Crime Lab procedures.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

General photography and darkroom techniques.

The operation of photographic equipment; mixing of chemicals; processing film and the production of quality prints.

Ability to:

Work in a darkroom setting; clean equipment and perform minor equipment repairs and maintenance.

Mix and work with a variety of chemicals.

Make basic mathematical calculations, comprehend and make inferences from written materials.

Communicate orally with co-workers, department personal and general public in person and over the phone.

Install, replace or adjust filters, light bulbs and other photography equipment.

Follow rules and evidence procedures as required.

Ben and stoop to obtain photographs and equipment; lifts arms above shoulder lift, lift 30 pounds above shoulders level.

Operate a compute terminal using continuous hand and eye coordination.

Operate a motor vehicle and posses valid Arizona driver's licenses and have no major driving citations within the past 39 months.

Education and Experience

Requires a High school diplomas or G.E.D, and one year experience in a comparable law enforcement agency or industrial photographic employment and possess demonstrable skills in general

FLSA Status: Non-Exempt

HR Ordinance Status: Classified